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30 NOV 1973

MEMORANDUM FOR: Deputy Director for Management and Services

**SUBJECT : Office of Personnel Report -- Week Ending
30 November 1973**

1. Co-Op and Summer Intern Programs:

a. There is obviously great interest in our Summer Intern Program at Georgetown University and the School for Advanced International Studies of Johns Hopkins University. At the former school, on 26 November, we talked with 22 students, which is half of the first-year class in the Master of Science in Foreign Service program. Twelve were given applications. On 28 November we interviewed 36 students at SAIS. This is one-third of the first-year graduate students. Decisions will be made today on which students from SAIS will be given applications. All of the students appear to be well-qualified for our program.

b. [REDACTED] our Coordinator for Cooperative Programs, will meet today, 30 November, with the Co-op Coordinator for Northern Virginia Community College. In the afternoon he meets with the Minority Placement Coordinator for Northeastern University.

2. Recruitment Activities:

a. [REDACTED] Deputy Director, Office of Economic Research, interviewing with [REDACTED] recruiter, was hospitalized following a fall in his hotel. He suffered a fracture of the patella (knee cap). They had interviewed Monday at Stanford. The remaining schedule at Berkeley and Monterey Institute was cancelled.

b. [REDACTED] recruitment officer [REDACTED] who retired in June 1973, will be honored by the Southern College Placement Association with a Certificate of Appreciation at their annual conference to be held in Miami 3-5 December. [REDACTED] will not be able to attend and will be represented by [REDACTED], Deputy Chief, Recruitment Division.

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Actual Retirements (1 July 1973-28 Nov. 1973)	<u>CIARDS</u> 24	<u>CS</u> 46	<u>TOTAL</u> 70
Signed to Retire Thru 31 December 1973	<u>24</u>	<u>28</u>	<u>52</u>
Total	48	74	122
Disabilities Pending	17	18	35

4. Cost-of-Living Index Drops: A new cost-of-living survey report and the strengthening U.S. Dollar plus the increased cost-of-living in Washington, D.C., have resulted in decreased cost-of-living indexes for Brussels as prepared by the Department of State. For example, the post allowance for a GS-11 married officer with one child has been lowered from a post class 5 at \$2,755 per annum to a post class 3 at \$1,675 per annum.

5. Position Management:

a. A survey of the Office of Medical Services was initiated on 26 November. Auditing began in the Field Support Staff and the Clinical Division. Job information on medical positions overseas is also being reviewed.

b. An occupational study of senior level electronic specialist positions world-wide has been conducted.

c. The Office of Security survey proceeded. The Overseas Security Branch has been completed and work has begun on the Security Branch.

d. An adjustment in the wage schedule was approved effective 25 November and a new professional wage schedule providing for a cost-of-living increase has been approved.

6. VIP: The VIP quarterly statements were mailed to the various administrative offices.

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7. Health Benefits Insurance Changes: As a result of the open season which began on 15 November the Underwriting Section has received 168 actions for enrollment or changes in the Federal Employees Health Program.

Things to Come:

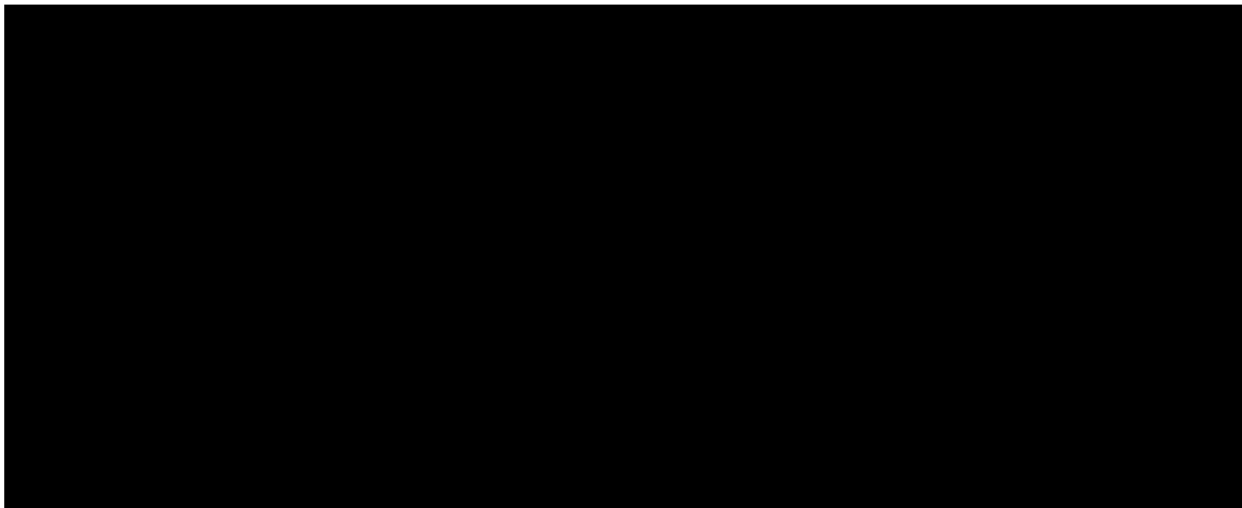
1. Next week we will look at possible guidelines that will be needed to implement PASG recommendations.

2. An EAA-Gram will be distributed announcing the formation of a new club, increasing membership dues and applications for the drawing of Redskin play-off tickets.

3. OSI has asked to join our [REDACTED] recruiter on his impending visits to Princeton and Brooklyn Polytechnic Institute.

4. [REDACTED] OTS, will join recruiter, [REDACTED] at Rochester Institute of Technology to interview Photography and Optics graduates on 30 January.

5. Work will continue on the surveys of NPIC, OS, OGC, ORD, OSR, [REDACTED]



for F. W. M. Janney
Director of Personnel

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O-D/Pers [REDACTED] skmd (30 Nov 73)

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